PERSONNEL ADMINISTRATION AND MANAGEMENT COURSE

The course is designed to orient managers, primarily Branch/ Division Chiefs in grades GS-13-15, to Agency personnel management and personnel administration systems and their role in them.

Personnel management entails the planning for, acquisition, development and utilization of people who have the knowledges, skills, abilities and attitudes necessary to accomplish the missions of the organization. Personnel management pertains to myriad actions which affect us officially: position management and manpower planning, recruitment and placement, career development (promotions, assignments, counseling, competitive evaluations, etc.), the performance evaluation system, separations, benefits and services, grievances.

The management of personnel has become increasingly vital and complex, especially at this time when resources are becoming more scarce. It is critical that managers fully understand and be able to articulate the personnel policies and practices of the Agency and be aware of available systems and resources which will permit them to operate more effectively. This course has been developed to assist in these endeavors.

OBJECTIVES

As a result of attending this course, participants should be able to:

a) Better understand the personnel management policies and practices of the Agency;

b) Understand their role and responsibilities, as line managers, in the personnel management area;

c) Articulate the efforts, developments and progress in Agency personnel management;

d) Identify existing Personnel systems and resources in the Agency and better understand why, when and how they should be utilized;

e) Distinguish the authorities and management of the Agency vis a vis those of other Federal agencies and departments;

f) Understand the organizational structure of the Office of Personnel and the support and services it provides to all employees, particularly to managers of operating components.

g) Apply practical course information as an aid in becoming more effective managers.

Personnel Administration and Management Course

STATINTL

First Day

0900 0915   Introduction by Course Administrator [   ]

        Rationale for and objectives of course.

        How we hope to attain objectives.

        Hand-out notebook of course materials (e.g., OP

organizational chart, benefits booklet).

0915 - 1000   Director of Personnel

        His role, responsibilities and authorities.

        His views and philosophy of personnel management.

        His expectations that course participants will

have an increased awareness of their role in personnel

management and better execute their responsibilities

as line managers.   STATINTL

1015 - 1045   Overview of the Office of Personnel [   ]

        A brief description of the structure of OP and

the support and services provided by its components.

STATINTL

1045 - 1230   Agency Personnel Management [   ] and Staff)

        Agency authorities _vis a vis_ those of other Federal

agencies and departments (excepted status, etc.);

impact of legislation.

        Evolution of Agency personnel management system.

        PASG: why formed, scope of deliberations,

resulting actions.

STATINTL

1330 - 1430   Manpower Management [   ] O/Compt.)

Budget cycle and relationship of budget to

manpower planning, staffing, ceiling allocation, etc.

Relationships with OMB and Congress.

STATINTL

1430 - 1630*   Manpower Planning Programs [   ]

Thorough coverage of the APP and PDP and how they

can and should be used by managers.

STATINTL

Second Day

0845 - 0945   Recruitment and Applicant Processing [   ]

Projecting and levying requirements for external

recruitment, ASP.

RD staffing - field and WARO

Skills Bank

Processing and roles of OS, OMS and Applicant

Review Panel.

Special recruitment programs - Minority, Student

Trainee, Summer Intern.

STATINTL

1000 - 1100   Psychological Testing [   ] OMS/PSS)

The administration, evaluation and interpretation

of results of tests commonly used by the Agency as

guides in applicant selection and employee counseling

(including pre-retirement), development and placement:

PATB and PETB, DAT, SET, PAAB, MLAT.

* Allow for 15 min. break at mid-point

STATINTL

1100 - 1230   Staff Employee Placement [   ]

      Importance of trial period and supervision of new employees.

      Reassignment counseling, vacancy notice system, EAR.

      Follow-up and exit interviews; separation trends.

      Handicapped Program.　　　　　　　　　STATINTL

1330 - 1430   Counseling and Performance Evaluation, and the Manager's Role in Them [   ]

      The various types of counseling and available services: career; EEO and grievance (important to distinguish them); personal, etc.

      The principles and practices of performance evaluation: LOI; Fitness Report (and Task Force on same); comparative evaluation.　　　　STATINTL

1430 - 1630 *   Personnel Management Problems and How to Handle Them [   ]

      Identification and types of problem employees - performance, suitability, disciplinary, etc.

      Adverse actions - failure to qualify in three year probationary period, selection-out, surplus.

      Roles of Applicant Review Panel, Overseas Candidate Review Panel, Personnel Evaluation Board.

      Drug and Alcohol Rehabilitation Programs.

*   Allow for 15 minute break around midpoint.

STATINTL

Third Day

0845 - 1000   Position Management and Compensation [   ] and Staff)

Overview of position management and job

classification functions as applied in CIA, the

delineation of responsibilities between PMCD and

components, and the relationship of the Factor

Evaluation System to the Agency's position standards

development program.   STATINTL

1015 - 1115   Benefits and Services [   ]

Central Processing, Insurance, Credit Union, BEC,

survivor benefits and assistance, casualty assistance,

incentive awards, EAA, PSAS, classified bulletin boards,

etc.   STATINTL

1115 - 1200   Contract Personnel Administration [   ]

Types of contracts and when, where and how they

are appropriate.

History of ceiling controls and ramifications of

single ceiling.

Allowances: liaison with State Department,

Allowances Committee.

Controls on re-hiring annuitants.   STATINTL

1300 - 1400   Retirement [   ]

An overview of the two systems, CSRS and CIARDS,

and what the retirement program does for the Agency and

the employee.

Pre-retirement planning and EEAB

STATINTL

VIP

1400 - 1500   The role of the Component Personnel Officer (perhaps

Common responsibilities and problems.

Relationship and responsiveness to D/Pers and component head.

1515 - 1600   Deputy Director for Administration

His views of personnel management, present and future.

Relationship with other Deputies, DDCI, and DCI.

EAG deliberations and actions.

1600   Wrap-up and critique